



DATE _____

Put the loose ends on one page. Separate real dates from possible actions, then choose a next step that fits today.

HOW TO USE

A brain dump gives scattered thoughts a place outside your head. Write them down first, then sort confirmed dates, next actions, waiting items, and things for later. Finish by choosing one action you can begin.

 LOOSE ENDS

Write the loose ends as they come. You can leave the wording untidy.

SORT IT

Waiting means someone or something must respond. Later means you're choosing not to act on it now.

CONFIRMED DATES AND SOURCE

☒ NEXT ACTION

 WAITING FOR

 LATER

MATERIALS AND LOCATION

CHOOSE WHAT FITS

Pick one next action. Note where its materials are. The rest can stay on the page.

#	NEXT ACTION	WHEN?	WHERE IT IS
1			
2			
3			

WHERE I STOPPED / NEXT STEP

REVIEW CUE



BRAIN DUMP WORKSHEET

A brain dump gives scattered thoughts a place outside your head. Write them down first, then sort confirmed dates, next actions, waiting items, and things for later. Finish by choosing one action you can begin.

THE STEPS

A Brain Dump That Ends With One Clear Next Step

Writing everything down is only the beginning. A list becomes useful when you can tell what requires action, what has a real date, and what can wait.

1 CAPTURE FIRST

Write the loose ends as they come. You can leave the wording untidy.

2 CHECK DATES

For anything that seems due, check the actual source. Put a confirmed commitment in your calendar.

3 WRITE AN ACTION

Change a vague item into a visible step: “return package” can become “find the return label.”

4 SEPARATE WAITING AND LATER

Waiting means someone or something must respond. Later means you’re choosing not to act on it now.

5 CHOOSE WHAT FITS

Pick one next action. Note where its materials are. The rest can stay on the page.

6 LEAVE A WAY BACK

Write where you stopped and what to do next. Choose a practical review cue.

AN EXAMPLE

Fictional example: the page says “form due Friday, return package, book appointment, sort closet.” Check the form’s date from the notice. Put the confirmed date in the calendar. Today’s action is “find the return label”; the closet goes under Later. A return note says “Label is printed on the desk; next, attach it to the package.”

THE SMALLER VERSION

Capture three loose ends and choose one next action. You can sort the rest another time.

WHEN YOU COME BACK

Read the return note. Check whether any dates or waiting items have changed. Keep going from the next action. Don’t start a new list.

AFTER YOU TRY IT

Can you identify one next action without rereading every loose thought?

Examples on this page are made up. Use your own dates and details.